

**ROCKCLIFFE LAWN TENNIS CLUB  
NOTICE OF ANNUAL GENERAL MEETING**

The Annual General Meeting (AGM) of the members of the Rockcliffe Lawn Tennis Club (RLTC) will be held on **Sunday December 4th, at 2:00 pm at the Rockcliffe Park Community Centre, 380 Springfield Road.**

If members are unable to attend, they may complete the attached Proxy form and return it by email to RLTC on or before the Annual General Meeting at: [president@rltennis.ca](mailto:president@rltennis.ca).

During the course of the meeting, the members will be asked to vote on Agenda Items and Motions. There will be an opportunity for members to ask questions at the end of each agenda item presentation. Please hold questions until prompted by the moderator.

**Supporting Documents:**

1. RLTC Agenda of the 2022 AGM
2. RLTC AGM Meeting Minutes from December 2021
3. RLTC Directors' Report for 2022
4. RLTC Balance Statement for 2022
5. RLTC Profit and Loss Statement for 2022
6. RLTC Capital Expense Plan for 2022-2030
7. RLTC AGM Proxy Form (English and French)

**ROCKCLIFFE LAWN TENNIS CLUB**  
**AGENDA OF ANNUAL GENERAL MEETING**  
**Sunday December 4th, 2022**

1. Welcome and call to order;
2. To review and approve the Agenda of the 2022 AGM;
3. To review and approve the Minutes of the AGM of RLTC, held December 5<sup>th</sup>, 2021;
4. To receive and review the RLTC Directors' Report which includes sections on the following areas of activity for the 2022 season:
  - 4.1 President's Report
  - 4.2 Treasurer's Report
    - 4.2.1 To receive and review the Financial Statements of RLTC for the year ended October 31, 2022;
    - 4.2.2 To receive and review the RLTC Board updated capital expenditures chart;
  - 4.3 Grounds and Clubhouse Report
  - 4.4 Tennis Programming Report
  - 4.5 Social Report
  - 4.6 Biographies of Incoming Director Nominations
5. To elect the Board of Directors for 2023.
  - 9.1 The following members have been nominated to stand for re-election:
    - 9.1.1 Laurie Maybury (President)
    - 9.1.2 Pablo Gonzalez (Treasurer)
    - 9.1.3 Sébastien Huard
    - 9.1.4 Kathie Swim
  - 9.2 The following members have been nominated to stand for first-time election:
    - 9.2.1 Ellen Bruce
    - 9.2.2 Andrew Clark Alfaro
    - 9.2.3 Nicolas Fortier
    - 9.2.4 Rémi Fournelle
    - 9.2.5 Marc LePage
    - 9.2.6 Courtney March
6. To transact such other business as may properly come before the Annual General Meeting;
7. Adjournment.

## RLTC 2021 AGM Minutes

December 5th, 2021

2:00-4:00 p.m.

Via Zoom

RLTC President Louise Malhotra called the meeting to order at 2:04 p.m.

### 1. Approval of Agenda and Minutes of AGM 2020

Approval of Agenda: Moved by Mitch Bouchard. Seconded by Julie Mouris. Approved.

Approval of AGM 2020 Minutes: Moved by Gavin Murphy. Seconded by Gill Kirkwood. Approved.

### 2. President's Introduction

Louise thanked everyone for coming to the AGM and said it was a great year for the club. Covid made things more challenging for the Board and members and it has meant more is online, including this meeting. Louise is happy with how the Board approached things given the challenges. Louise thanked the Board members. She also thanked the members for their patience and cooperation during this evolving time.

She said our club is special because of the people. That includes our manager Chris Hannant. The Board is very pleased with Chris' performance and kindness towards our tennis community, and there have been rave reviews from members. This is his last year, so while the Board is disappointed and everyone will miss him, we wish him well. The club will be hiring a new manager and Louise asked members to let her know if anyone have ideas or suggestions. Louise said she is happy Chris will be around next year to help with the transition.

The club has been fortunate to also have excellent coaches who put tennis first. She said Zhenya Kondratovskii and Dan Vila are strong leaders on the court. The Board gave each of the coaches a \$1,000 bonus.

Louise also thanked our staff. We had a lot of new faces this year, and we are hoping some return next season.

This year we are losing two Board members. She thanked Julie Smyth and Jackie Douglas. Julie has been involved in many areas of the club, welcoming new members, running social media, taking photos and promoting the club, serving on the Board for four years, helping with adult programming and tournaments, and contributing to club policy. Jackie has been on the Board for three years and has been instrumental in developing our junior programming and improving the experience for families.

### 3) Director's Report

#### a) Finances

Louise handed it over to Treasurer Phil English to detail the year's finances. Phil said it has been an excellent year. He said he was too conservative and pessimistic in his estimates early on in the season. In the end, we had 575 paying members versus 405 last year, a huge increase. Our income from membership fees was \$60,000 higher than last year.

Our net income was a record high compared to recent years: \$69,000 after our books were audited (up from the \$67,000 estimated pre-audit), vs. \$27,000 last year. We have never surpassed \$40,000, according to recent records Phil looked at.

Half of the net income came from junior programming. The remainder came from memberships, lessons and adult clinics, sponsorships and the canteen.

We are in very good shape in terms of cash in the bank.

Phil shared the documents for members to view and said Christa our bookkeeper is on the call if there are questions.

#### b) Grounds and Clubhouse

Louise said our contractor was not able to fulfill the conditions of our agreement to fix the hard courts this year. As a result, the club will get a significant reduction in cost and the courts will be finished early in the spring. Much of the court repair schedule for the spring will depend on the weather, and there are options for how we close the courts to get the work done. For all of the irritation and frustration, the club will save money to make up for the delays and loss of camp revenue due to cancellations we made in the expectation of work being done those weeks.

Louise said the club has preordered clay for the spring. It will allow us to open earlier, and we plan on doing this on an ongoing basis so we can get a jump on opening.

We will be doing more to help with scarifying the clay courts. There are some water issues that we need to remedy. We need to add protocols for staff so we can do more in-house maintenance.

This is the first time we brought in a full-service company to maintain grounds and we were happy with the work. It made things look nice, and we had good feedback.

Although we use volunteers for many things, it's good to have professional help for the weekly maintenance. We will engage the same company next year.

Louise said members will have seen the beautiful work on the deck. It is looking fabulous. Gill Kirkwood and Paul Bernier have done a fantastic job. We are very grateful. They put in new boards, built new benches and did a lot of work to refurbish it.

The ball machine did not arrive in time given Covid and supply chain issues. We have secured a new unit and it is Canadian made. It is currently sitting in Mitch's garage and will be ready for spring.

The Board will look at establishing rules for when the ball machine is available and perhaps provide some sessions on how the machine works.

Louise noted that at the last AGM the lighting discussion took up a lot of time. Due to Covid, we were not able to move ahead as planned but we have a framework for what comes next. This will include a formal request for a meeting with the city, which may include a representative of the Rockcliffe Park Residents Association (RPRA), and a meeting with the community on its own.

There were some upgrades to the kitchen with new appliances, including a stove. The Board is looking at other upgrades to the kitchen next year.

Kathie Swim did a great job working with Chris on the menu and food, and she is keen to get suggestions for next year.

#### Comments and Questions:

Gavin Murphy said it's been another year with inactivity on the lights. He said we have \$22,000 invested in lights sitting in storage. It is going to take a long time to get the building permit and get the neighbours on board. He said these lights are deteriorating. He acknowledged we got a deal on the lights. But he thinks the money should be put to better use. He thinks we should sell the lights now and repurchase them if it goes ahead. He proposed a motion to sell the lights now.

Louise said she felt we should keep the lights until we have an answer from the city about going ahead. We should hear before the next AGM, and if it will not go ahead we discuss the option to sell. There are supply chain issues now and we got a good price.

Gavin made a supplemental comment about capping numbers if needed. He believes tennis may not be as popular next year and we may have fewer members. He responded to Louise's comment and said he would postpone his motion, perhaps to next year.

Marc LePage thanked the Board. He asked if the Board would look at whether we could arrange to use the lights at ONEC and test the reaction in the community. He also proposed a future merger with ONEC and RLTC. He said this might also be useful if we have demand for the courts that outpaces availability.

Louise said the the RLTC has been a private club for almost 100 years. With such a firm establishment there is a lot of financial, legal and administrative work to make a merger of two clubs happen. Additionally, ONEC is a competitor to our club. If we send members to the ONEC courts, they will also be spending money there on lessons, food, and drinks. She is concerned that if we collaborate with ONEC to share revenue, it takes a lot of work given our bylaws and other issues. She believes we look at lights in terms of whether it helps our community of players. Lots of people want more hours to play in the evening.

Phil pointed out ONEC does not just have tennis. It has sailing and rowing, too. It would be complicated to merge. It is already complicated for ONEC to manage all of its interests. But he said we hear your comments, Marc, and thank you for that.

Joel Weiner asked if there is a limit to the number of members we can accommodate. He asked if the Board has considered a cap. He also asked about lights and mentioned how last year we were going ahead with community engagement. He said we have not been active given Covid and he wondered if the community has reached out to the city, and if the people opposed to lights are better prepared than us.

Louise said the idea of a cap has been debated by the Board. The decision by the Board was to monitor it and see if we are exceeding our capacity. If there is an issue, we can look at waiting lists. We can monitor court use on a monthly basis, for example. We don't want to put a cap if we don't need to as memberships generate revenue. She said there are a lot of times when courts are underused, and members have other interests aside from tennis so it is not always full.

Phil said he does not expect the exceptional numbers next year if Covid declines and the situation normalizes. He expects some new members might have been first-time players who may not return.

Louise said the Board is on top of the lights situation and has been discussing it at the Board and within its committee. She said the RRPA will have a fair chance to discuss its case with the city, as will RLTC. It comes down to the Heritage Plan and whether it restricts lights or not. Are they (people opposed) prepared? I would say yes. As for us: Are we underprepared? I would say no.

David Clendenning said the lights mandate given to the club at the AGM last year was based on information not known at the time. So he suggested the Board go back to the membership again after the city meeting. Then the membership can get behind the Board and those opposed can also give their views.

Louise said the purpose of the last year's motion was to allow the Board to move ahead with consultations with the community and outreach to the city. She feels last year's motion to pursue the permit was sufficient and the motion as adopted was fine. She said the club's survey last year showed large support for lights as a capital expense.

#### c) Programming

Zhenya joined the call. Louise reiterated the club's appreciation of our pros. Zhenya said it was a great year for him and Dan.

Louise said some weeks there were 30 participants in camps and overall the junior programming was well attended. We had excellent feedback and participation. The junior staff, including Junior Pro Ronan Boyd, were all great.

Louise said when we tried to push into competitive tennis, we faced competition with Rideau, which is close geographically and runs all year. So we are going to focus on recreational and pre-competitive tennis for younger kids who want to try some tournaments. She said the pros have great suggestions for how to move that forward.

Adult programming also went well, from round robins to tournaments and clinics. In the spring and fall, people are highly engaged but in summer it was harder to get numbers for clinics. Louise said we will work with the pros off-season to work on that.

Louise said overall the Board was very happy with the programming and we want to keep the focus on tennis, as that is what we are here for. She gave big thanks to volunteers running our round robins: Paul Bernier and Gill Kirkwood (twice-weekly daytime), Joel Weiner (new Sunday round robin), Nick Fortier (advanced one on Wednesday evenings), Richard Martineau (intermediate-advanced daytime). Louise said it's a sign of a great club to have so much volunteer help.

Phil said if people have concerns courts being booked for organized play, it's important to remember these are particularly important for new members so they can join in and meet other players. Also, they are enjoyed by many members.

## Comments and Questions:

Carol Hart said we had the best year ever for round robins since we had so many of them. Also, the booking system has changed things with less spontaneous play. Gill, Paul and Joel did a great job and made them so much fun.

Louise echoed that and agreed it is thanks to our volunteers that we have such an active and engaged membership. Louise said she thinks the return to spontaneous games will come and believes it is more a function of Covid than the booking system.

## d) Volunteer Report

Louise said we have so many volunteers, from round robins, to so much more. She thanked everyone. There are two very special volunteers. This year, we are giving Gill and Paul our first Outstanding Volunteer Award. Paul looks after our wine selection, works on the deck, painted the clubhouse, is engaged in policy, runs the daytime round robins. Gill is the jack of all trades, assisting with tech and IT, building and running our website. There is nothing Gill has not been working on. He's cleaned out the gutters, taken garbage to the dump, answers emails off season. He goes above and beyond. A club like this relies on our broad group of volunteers, but Gill and Paul have logged an incredible number of hours over the years. They've also served on the Board as executive members.

We are giving them each a five-year membership. Louise said, on behalf of the membership, you are both kind and generous. We appreciate it.

Also, the OTA is giving Gill and Paul the Bruce Childs Award for their dedication to tennis and volunteer work over the years. Zhenya has certificates for the two. There is also a write-up in the OTA newsletter.

## e) Social

Louise said we did not have the same level of social events, such as the annual social and big open house, but we had some activities that went well. BBQs went well and some staff contributed, bringing families to run our BBQs with different themed foods. That was a great initiative by Chris. We hope to return to more events next year.

We have a very special landmark coming up. RLTC will be 100 years old in 2023. We are looking for volunteers. If longstanding members have old photos and memorabilia, we would love it if you could share those. Also, we are looking for volunteers that are not on the Board. Louise asked for people to contact her at the President's email.

Zhenya mentioned the Centennial Club award. Louise said she is aware of it and it involves a cost. Mitch said he has looked into it and has the information.

Bill Clarke suggested we contact Neva Bruce (our previous manager who built our garden, maintained it for 30 years and has been a longtime member and club champion). Bill offered to help with the 100th planning. He also suggested we add a photo on our clubhouse wall to recognize the Southam family's gift of land.

#### 4) Treasurer's Report

Phil went over the documents, which were shared on the screen. We had \$69,000 in net income. Nearly half of our net income is attributed to junior programs, mainly camps. The rest is sponsorships, canteen, membership and adult programming.

He said it's important to note that the clinics and camps continue to keep the club afloat and add to the capital reserves.

Chris and his team netted more from the canteen than last year, and Chris earned his three bonuses as outlined in his contract, including one for ensuring the canteen made a profit.

We also received the government grant for staff, which helps enormously.

We decided to give the pros a bonus of \$1,000 each.

We have \$288,000 in assets.

We are in good shape and have money for future capital expenses, including hard courts, clubhouse renovations, and even the lights.

Comments and Questions:

Tony Brunst thanked everyone and said it had been a great year. He asked what we have in available cash after deducting liabilities.

Phil said it is about \$270,000.

Phil said our only real liabilities are accounts payable, and some member credits. There is also \$10,500 held in a GIC, from which earned interest is used to provide an award to one or two juniors each year. Phil added it was Bill Turner who initiated sponsorships when he was president. That netted \$21,000 this year.

Louise said she is happy the club is in good financial shape.

#### 5) Capital Expenses

Phil said the capital plan is a work in progress. The document was shared on the screen. Phil said the club has not always had such a document, which is not a criticism but more a reflection of the limited resources available. He added that in past years there have been fundraising campaigns to finance major projects.

He pointed out the kitchen appliances and deck expenses this year, in addition to work on the parking area and around the grounds.

The \$15-20,000 for hard courts is lower than the original budget due to issues with the contractor.

We did not do the clay court levelling and scarification as planned. It will be next year. There is money set aside.

We purchased a ball machine at a lower cost of \$2,500 versus the higher cost projected with a different model we looked at from the U.S.

There is work to do on the shed roof, and there was leakage with courts so there are likely to be plumbing costs.

We need new posts for the clubhouse, so that will be a big job ripping up the floors and added work.

We have a unique clay court system. It is one of the only of its kind in Canada. The lifespan is 30 years, and we are at 30 years. We need to be ready to do major repairs going forward. We are budgeting for the years to come to cover the estimated cost.

We have not budgeted for a full clubhouse renovation or rebuild as it does not appear to be necessary at this time and the Board and membership have not prioritized that expense.

Comments and Questions:

None.

Motion: That the capital plan outlined in Table 1 be approved, with the understanding that the membership will be provided with an update at each Annual General Meeting of the club and will be asked to approve any major changes to the plan.

Moved by Kathie Swim. Seconded by Joel Weiner. Approved.

Louise pointed out the capital plan can change as time goes on, but there will be updates to members as things evolve.

#### 6) Election of Board of Directors

Motion to approve returning members for re-election: Louise Malhotra (President), Phil English (Treasurer), Michel Bouchard, Pablo Gonzalez, Sébastien Huard, Julie Mouris, Jordan Samaroo, Kathie Swim.

Moved by John Taylor. Seconded by Bill Clarke. Approved.

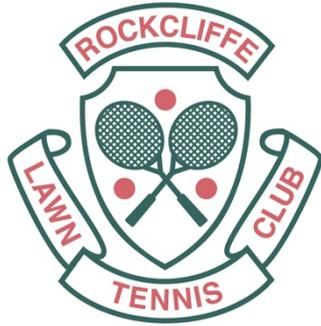
Motion to approve new Board member Laurie Maybury.

Moved by Bill Clark. Seconded by Jackie Douglas. Approved.

#### 7) Other Business

Nothing raised by members.

Louise adjourned the meeting at 3:42 p.m.



# RLTC DIRECTOR'S REPORT

Annual General Meeting  
December 4, 2022

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## President's Report

The Board of Directors is pleased to report another highly successful year at the RLTC. This summer was a refreshing reprieve back to normal after two challenging seasons of managing Covid protocols and ever-changing regulations. Tennis programs were in full swing including round robins, clinics, tournaments, junior programs, and lessons. The “annual” club social was back after a 2-year absence and was a resounding success, and BBQs once again became gathering places for our membership.

Strong tennis programming was at the core of our successful season, building on last year's overhaul of programs, clinics, and playing opportunities. Enormous thanks to Tennis Director **Zhenya Kondratovski** and Senior Pro **Dan Vila**. We are very fortunate at Rockcliffe to have such high-level coaching talent. Zhenya and Dan continually bring enthusiasm, professionalism, and hard work to the courts, and have created a strong backbone of tennis programming to guide us into next season. Please review our tennis programming report for more details. Given their contributions to the Club's financial outlook, the Board gave them each a financial bonus to thank them for their efforts this season.

This year we introduced the new Club Automation software system to the club which will continue to see improvements as we master the system. While we are aware that the mid-season conversion was challenging, particularly for the staff, this is a fundamental tool that will allow our club to stabilize through future changes in staff and Board members. It allows for accurate and reliable accounting, billing, and staff management, in addition to other critical infrastructure tasks. This year we launched the desktop version of the software, and after settling into the system, it has become clear that members would prefer the mobile application for greater ease of use for daily bookings and registrations. We will implement this app for next season. Thank you to the membership for your patience as we have been building and developing this important new system. I have been working closely with **Gill Kirkwood** to manage this software transition and immensely appreciate his ongoing support.

The Board is grateful for the hard work of our staff team this year at RLTC. In her first season, we wish to recognize and thank **Hélène Anido**, our Club Manager, who worked hard to adapt to this very challenging position at our Club. Hélène brought kindness and warmth to the position and worked hard to meet club expectations. Hélène will be moving on to other career opportunities and will not be returning next season. As an accomplished musician, she continues to pursue her passions and we wish her the best and hope to see her next season with her family at the club. The Board has already activated a hiring committee in search of new talent in the role of Club Manager for the 2023 season.

As we prepare for transition to our 2023 Board of Directors, I wish to say thank you to the following outgoing directors. Thank you to **Mitch Bouchard** who was instrumental in many ongoing grounds committee activities at the Club over a three-year term, including managing long-overdue equipment purchases, arborists, hard court repairs, and landscaping upkeep; **Phil English** who concludes a four-year term has been our fearless treasurer and guided the club finances with a steady hand, while continually acting as a strong sounding board on policy, and providing excellent tournament coordination; **Julie Mouris**, finishes a two-year term as an active member of our Social committee, lending time and energy to club events, even as a busy lawyer with a newborn at home; and **Jordan Samaroo**, who concludes three years as contributor to policy development, contract work, and social events, and has lent energy and enthusiasm throughout the process. Thank you to Mitch, Phil, Julie, and Jordan for providing valuable input, enthusiasm, and a great amount of personal time. It has been a pleasure to serve on the Board with each of you.

This is my fourth and final year on the Board of Directors. As one of the longest serving Presidents in recent years, I am proud of the hard work and accomplishments of the RLTC Board during my three years at the helm. Although the opening weeks of my first term began during the covid pandemic, this remarkable global event allowed for unique reflection about the club's internal processes and prompted a fresh outlook moving forward. I maintained two central priorities as President. The first was to develop formalized internal infrastructure to strengthen the club's procedures and help create consistency during Board members and staff transitions. As such, we initiated new communication vehicles, detailed policies, full billing and accounting software infrastructure, formalized contracts, and operational procedures which can help our club with consistency as we move forward. I leave the Board confident in our new internal processes for incoming directors and staff. The second vision for my tenure was to ensure we tightened up finances and created stability such that we could keep strong reserves for large-scale capital expenses. We have seen tremendous growth in the last few years, despite unusual operating circumstances during covid protocols, and I am pleased to leave the Board with our strongest-ever capital reserve fund and renewed investment into our club. I am proud of all that was accomplished through an extraordinary time-period in our club's history, and grateful for the opportunity to have served such a strong and dedicated tennis community. Thank you to the RLTC membership for your support.

This upcoming season will mark our **100-year anniversary**. This is a remarkable milestone, and we will be looking to bring in this celebration throughout the tennis season. Pull out your vintage tennis whites and wooden rackets! Plans are being developed, so please be in touch with us if you can contribute to any level of planning. We are actively recruiting volunteers to help make this milestone year a success.

On a final note, we wish to thank the membership for their continued engagement and encouragement this summer. It has been a year of growth and change for our club, and we hope our courts and grounds continue to offer our members a safe, healthy, and happy space to play tennis and make friends. The RLTC is a gem within our neighbourhood and should continue to be cherished for the next 100 years. We look forward to welcoming you back to our courts again next season.

Happy Holidays!

Louise Malhotra  
President RLTC, 2020-2023

## Treasurer's Report

Finally, a normal season! There were no closures due to COVID, so spring programming started on schedule, and we enjoyed a full summer and fall of tennis. Membership numbers remained very strong at 516, below last year's record of 575, but higher than any other year in the last 12.

### **Profit and Loss**

We are pleased to report that we have ended the year with another exceptional operating surplus. As indicated in the profit and loss table, our net income is estimated at roughly \$65K. This compares to \$69K last year and \$27K in 2020. This result is due in large part to higher fees, such that membership revenues increased by \$30K despite a slight drop in members. Junior programs remained an important contributor (net income \$14K) but were down significantly from last year, perhaps due to a combination of strong competition from other clubs and insufficient marketing. Also 2021 was an exceptionally good year. Other profit centers were sponsorships (\$22K), lessons and clinics (\$6K) and the canteen (\$4K). In recognition of the key role played by the senior pros, and their contribution to our bottom line, the Board agreed to pay them bonuses totaling \$2.5K over and above their monthly stipends for planning and administration. Hélène Anido also received two bonuses totaling \$2K after meeting targets defined in her contract.

### **Capital expenditures**

The operating surplus does not include the cost of the hard court repairs of \$14,294.30 which is indicated under other expenses as a capital project in the attached profit and loss statement. Nor does the surplus include the cost of tree maintenance work or equipment purchases which have yet to be paid but are also considered as a capital expense. These amount to about \$16,000.

### **Balance Sheet**

The RLTC balance for 2022 stands at \$356,848.73. This represents a significant increase from \$288,521 at the end of 2021. Consequently, our financial situation has improved significantly. Note that this includes \$10,500 set aside for the Ali Khan award, roughly \$16k in other liabilities, and prepaid expenses (light fixtures) of \$21,652.

### **Bank Accounts**

The status of our bank accounts and other savings as of November 22 is as follows:

- Current account: \$65,253.54
- Savings account: \$25,618.25
- GICs: \$242,598.83
- Ali Khan GIC for Juniors: \$10,500.00

The Khan Family donated \$10,000 to be used to support junior tennis at the RLTC. This was increased by \$500 through donations from the ALS fund raiser held at the club in memory of Paul Durand in August 2018. The interest from this fund is normally used to recognize two promising junior players at the club, one girl and one boy. Given recent very low interest rates, we have been topping up the amount to provide a total of \$250.

## Looking ahead

The RLTC is clearly in good financial health. If the lighting project moves ahead, the club can now afford to cover all the remaining costs. However, it has always been club policy to keep significant reserves in the event of major unanticipated costs, such as failure of our clay court watering system, or anticipated ones such as the replacement of our clubhouse. Consequently, we plan to continue building our reserves to minimize – and possibly avoid – the need for a special levy when the time comes. The attached capital plan lays out our best estimate of the expenses we expect to incur over the next 5-10 years and how these will affect our financial position. It also assumes that our net income will probably fall in 2023 due to higher staff costs.

~ Philip English

## Grounds and Club House Report

### Hard Courts

This season saw the full crack repair and resurfacing of our four hard courts. The work done by **Chris Smith** and his team with **Canada Courts** was completed in June. We opted to keep two courts open throughout the work to maximize court usage for our membership. The Board was well satisfied with the quality of the courts and pleased that membership reviews have been positive. We received a significant discount on the work since it had originally been slated for August of last season, which the contractor had to cancel without notice. As such, work completed was 30% less than originally quoted, for a total cost of totaled \$14,294 plus tax. As added value, Chris and his team repaired the backboard court and added a custom logo.



### Clay Courts

Our advanced purchase of clay last season allowed us to open as soon as the weather was appropriate. As such, we have again this year already ordered the clay for next season to allow for quick spring turnaround.

This fall the Board undertook exploratory repair work in October to understand current drainage issues, based on observation of recurring patches of dry areas. Our underground irrigation system is connected by water cells which distribute the water around the court, while allowing for adequate drainage during wet periods. The Board had previously identified a need for a proper cost analysis of full clay court repair, should it be necessary. The Board engaged court contractor **PC Court Company** to provide a comprehensive analysis and repair of two dry areas of court 1 and 2. The work was completed in October. Preliminary analysis indicates that there were two separate issues in each area of investigation. These issues were addressed and when the irrigation is turned on in the spring, we will have a better understanding if repairs were successful. Further costing analysis is still to come from the contractor, and will allow us to accurately budget future clay court maintenance in our capital expense planning. We were encouraged to hear that our irrigation system is well suited to last a long time if we take appropriate remedial steps. The Board has reaffirmed its commitment to ensuring the viable long life of our clay courts by investing money in its repair as needed. We continue to build our capital reserves to fund this work. Thank you to **Paul Bernier** and **Gill Kirkwood** for their continued interest and expertise in the system. We look forward to updating the membership when a long-term plan for the courts has been fully identified and costed.

In other clay court updates, we are pleased to see that more members are performing a court sweep after their play time. We have invested in more court brooms and additional line rollers to make this job quick and simple for all members. Thank you to those who have started making this important contribution to the club. We encourage all members to end their tennis time a few minutes before the hour to sweep the court for the next members. If we all contribute to maintenance, the courts will be in excellent shape for the entire season.

The start of this season saw some challenges in consistent staffing for the early morning court maintenance. The club for many years had the same independent court maintenance contractor who left a void to fill when he retired. Thank you to students **Roman, Dante, Dylan, Gavin and Idhrak** for stepping into these early morning shifts for the summer months. We continue to seek long term solutions for this position for next season and welcome any suggestions or recommendations of early morning maintenance staff.

## Grounds

This year saw the return of grounds management company **Viridius**. They performed weekly maintenance with trimming, grass cutting, and handywork through the season and this year their scope included fixing the shed roof. Generally the Board was pleased with the grounds conditions. One area that was insufficiently serviced was weeding around the clay courts, as this job used to fall within our early morning work scope. Although the work was remedied later in the season by Viridius, this is a point of consideration for next season. As mentioned, morning clay maintenance has been a challenging area to fulfil, and the Board will discuss a new strategy for the 2023 season and further determine the renewal of maintenance contracts for next season.

Last year the Board voted on extensive remedial work required to bring the tree foliage back to a healthy level after many years of missing funding toward this work. The original contractor could not fulfil the obligation, so the Club hired arborist **Family Tree Plant Health Care** to conduct much needed trimming of trees throughout the property. The work was completed outside of the season in October to minimize court disruption. Once the spring arrives, members will feel the enormous difference of a carefully pruned-back treescape. There will be more light and significantly less leaf debris upkeep on court 5—8 with the reduction in the canopy and vine overhang. Likewise, there will be less moisture on court 4 because of the adjacent tree droppings and heavy shade. The Board recommends a long-term plan be put in place for continual upkeep to ensure a healthy canopy for our club for future generations.

The proposed work on the lighting project stalled this year due to other time-consuming critical club tasks which took priority, namely the extensive integration of our new software integration and training for staff on both systems. However, the Club is currently in a good position to reapply for the lighting permit and conduct the necessary discussions with both city and neighbours. Next season, there is a fresh committee already formed to tackle the tasks of determining next steps with respect to the lights.

## Clubhouse

We wish to thank our club house staff members both on and off the court. Thank you to our team led by Club Manager **Hélène Anido**. Thank you to assistant manager **Morgan Wark**, club house attendants **Axelle, Hanshul, Finn, Roman, Dante, Emma, and Jack** for their efforts this season. There was a lot of change and several new faces, and we are pleased with the fresh enthusiasm of our staff. The June Social was an excellent example of great teamwork this season. Thank you, Hélène and team!

The Canteen generated approximately \$4k net income. This year we added a new Grab-and-Go refrigerator to replace a broken refrigerator and to speed up service. We also employed a professional cleaning company to help with the spring clubhouse opening.

Consistent with all food supplier issues, Gordon Food Services prices increased, variably, depending on the product. Gordon Food Services is a reliable supplier, making ordering convenient. Unfortunately,

when products are reordered, RLTC is not advised of individual price increases. This creates administrative challenges for tracking costs and updating clubhouse pricing.

Following last year's trend, the club continued with some healthier options, including granola bars, sports drinks, cookies, breakfast sandwiches, wraps, smoothies, and the not-so-healthy crowd pleasers... muffins, French fries, chocolate bars, and pizza.

Plans to introduce a larger menu, with healthier items, were delayed due to increased costs, challenging transitions, most notably our software system change, new staffing, and hosting our first social in three years. The 2023 season should be the year to determine how large to expand the menu, and if there will be greater demand/appetite from the membership for more selection, as these decisions will impact staffing.

A more detailed order plan will be implemented for balancing orders between suppliers with the best product/cost/delivery benefit to help improve clubhouse efficiencies and reduce costs. Member feedback is important; recommendations and comments are welcome to help prepare a menu and events plan for all to enjoy.

~ With contributions from Mitch Bouchard, Gill Kirkwood, Kathie Swim and Louise Malhotra

## Tennis Programming Report

Thank you to the dedication and positive energy of our senior pros **Zhenya Kondratovski** and **Dan Vila** who worked tirelessly all season to provide exceptional programs for our members. We are grateful as a club to have such a strong coaching staff who are well-respected throughout the city. This summer we were also happy to occasionally see **Jorge Vila** on court alongside his son Dan for additional coaching support during busy clinics.

### **Junior Development**

The recreational summer programs were in line with previous pre-covid years of camp, providing a healthy profit margin which is important for the club's overall finances. This year had 125 participants throughout the summer. Our maximum capacity for each week was capped this year at 30 kids, which worked well in terms of staffing and court layout. Camps were generally well-attended in July but saw sharp drop offs in August. The first week of August camp was cancelled due to low enrollment, likely due the lifting of covid restrictions and increased travel of our membership. Numbers are again more aligned with pre-covid camp experiences.

We continued our focus this year on the recreational junior development because of the decrease in older and more advanced junior players who have shifted to tennis placements at year-round clubs, such as Rideau Sports Centre. The recommendation as a local community club remains to ensure we provide a strong recreational development opportunity for younger kids, both in after-school programming and summer half-day camps. Thank you to our junior coaching staff, headed up by our junior pro **Ronan Boyd**. Their enthusiasm resulted in positive reviews of the recreational camps with campers and parents alike. Thank you to **Gavin, Dylan, and Ethan** for your energy and talents on court.

The club hosted two OTA junior tennis tournaments including the Future Stars and Transition Tour. They were both a solid success and helped the Club support junior tennis within the greater Ottawa region. Next year we hope to include additional tournaments well suited to our Club's age bracket of younger pre-competitive players.

### **Adult Clinics and Lessons**

Thanks to Dan and Zhenya, there was a robust collection of adult programming this season. The focus this year was on ensuring that players were assigned to the appropriate clinic levels with offerings at multiple levels. Dan and Zhenya used the Open House as an opportunity to help place players, however it continues to be challenging to ensure correct placement without a stringent ranking system. We continue to rely primarily on self-evaluation, but the Board may reconsider this stance for the next season.

The Women's clinics, beginner (C/D) and intermediate (B) clinics were popular in the spring season. Spring five-week sessions had solid uptake in most categories. We moved to a new format for summer registrations, this year offering an option to purchase one clinic day at a time, since so many people travel during the summer months. The Board tennis programming committee will review this format in the off-season to determine the best option for our membership clinics.

Private lessons continued to be in high demand this season and the coaches did their best to accommodate requests. Two full time tennis pros and some lesson time with junior instructors were needed to meet the high lesson demand. The club is very lucky to have such talented, kind, and dedicated

coaches who consistently go above and beyond their job descriptions to make programs and lessons so enjoyable for members.

### Round Robins

Round robins continue to be a major draw for members and are coordinated by dedicated club volunteers. The Monday and Friday round robins for all levels were again organized this year by **Paul Bernier and Gill Kirkwood**. They continued the tradition of casual fun play in a relaxed environment, making it easy for new members to get involved. **Nic Fortier** did a great job again with popular Wednesday night advanced round robins this season, pairing heavy hitters and maximizing singles play when possible. **Richard Martineau** again handled the Tuesday high intermediate sessions this season, which was well-organized, fair, and well-communicated. **Joel Weiner** successfully navigated the low-high intermediate play on Sundays. Players often enjoyed a social time with food and drinks after the round. Thank you to our incredible volunteers who make the club round robins so successful.

### The Rovers (Men's 55+ League)

After a two-year hiatus, the RLTC Men's inter-club team, the Rovers, were back in action. Although with mixed results, surely with fine form and good fun! Thanks to **David Goldfield** and **Barry Frewer** for managing to field 8 players every week. We hope to continue this league tradition next season. There is the opportunity for a daytime Women's league, and we would welcome a volunteer to help coordinate.

### RLTC Club Tournament Circuit

It was another successful season of tournaments. We were able to return to our usual schedule, beginning with mixed doubles in early June. Fourteen teams entered, one less than the year before. **Frégine Sheehy and Hector Cameron** were our new champions. The women's doubles followed in late June with six teams, two less than in 2021. **Paula Dunn and Donna Sianchuk** beat both the first and second seeds to emerge victorious. In July, 13 teams contested the men's doubles, down from the 20 teams in the previous year. Unfortunately, player injuries prevented the finals from taking place, but new members **Imran Syed and John Wins-Purdy** were awarded the cup. The overall level of the tournament is at a peak at our club and excellent matches were viewed by the membership.

Both adult singles tournaments were held in September. The men's tournament was divided into two divisions to encourage more participation. This year 36 men competed, 22 in the A division and 14 in the B division, compared to a total of 40 in 2021. **Hector Cameron** managed to unseat our previous champion, Daniel Alfredsson, in an exciting final. Eric Khalat prevailed in the B finals which lasted over one week due to weather and travel delays. **Joanne Homza** is our new women's champion defeating previous champion Jennifer Munn. That tournament attracted 11 participants, down from 16 the year before.

Once again, players exhibited the friendly, yet competitive approach expected in a club tournament, and the finals provided great opportunities for responsible socializing on the deck. Tournament organizers tried their best to be flexible while keeping the schedule moving forward. The committee was once again led by **Phil English**, with strong support from **Pablo Gonzalez**, who will take over as tournament director next year. As always, we welcome feedback on our tournament programming.

~ With contributions from Louise Malhotra and Phil English

## Social Report

To open the 2022 season, the Club held a free “program sampler” week for new and returning members to sample the different styles of adult clinics and get excited about the season. This format was well-received by all participants and the maximum number of players were on-court. The Open House on May 14, the first one in three years due to the pandemic, closed out our opening week, with a fun adult round robin, the Smash Cage, and a free BBQ. It was the most well-attended Open House in Club history. Members were happy to be able to mingle again!



The Club was also able to bring back the Annual Social on June 23rd. Members dressed up to the nines to enjoy a beautiful, warm evening of delicious food from local caterers (Epicuria and Mickelson & Brockwell’s), fancy cocktails, and live jazz saxophone. Thank you to the strong efforts of the staff lead by **Hélène Anido** for managing the on-site details and myriad of logistical details. Thanks to **Marlow Stainfield** for stepping up for some creative bartending! Thank you to the Board Social Committee **Julie Mouris**, **Kathie Swim**, **Jordan Samaroo**, and **Laurie Maybury** for coordinating the planning efforts for the event, and **Phil Anido** for lots of volunteer support for this event and many others throughout the season.



Throughout the rest of the summer, the Club held BBQs including a themed Hawaiian Feast that was a lot of fun, with members dressing up and enjoying poke bowls, Hawaiian pizza, and Hawaiian music. Tournaments also became a natural avenue for our social events. It was great to see so many members come out to watch tournament final matches and stick around to socialize and have a drink on the clubhouse deck!

## Social Media

Huge thanks go to **Julie Smyth** for working hard to keep our social media posts up-to-date and relevant. Julie has managed our social media accounts for many years and continues to do a great job posting stories relevant to our club and to our wider social tennis community. The clubhouse staff continues to use Twitter to update members on playable court status and we will continue to use this medium to keep in touch with our members.

## Centennial Plans

Plans to enhance our existing summer social schedule with additional Centennial celebrations is now underway. Extra efforts will be made to highlight our centennial year and volunteers are needed to help mark this milestone year! We cannot do it without the commitment of a few dedicated volunteers to take on specific tasks. Email us to let us know how you can help! [president@rltennis.ca](mailto:president@rltennis.ca)

Photos, memorabilia, and stories from our Club's history are welcome! Please contact the club if you have interesting historical tidbits to share, as we would like to feature pieces of our history in our membership newsletters.

The top of our new Mixed Doubles Championship trophy is a small silver cup from the RLTC 1924 doubles tournament. It was rediscovered in 2021 by the daughter of member Martha Currier in Toronto, and sent to the club. This serves as a beautiful reminder of our club's longevity and history!



~ With contributions from Julie Mouris, Laurie Maybury, Kathie Swim, Jordan Samaroo and Louise Malhotra

## Biographies of Board Director Nominations

### **Ellen Bruce**

It would be an honor for Ellen to serve the club as she would bring enthusiasm and a fresh outlook for the 2023 historic centennial year. Ellen was a new member in 2022 and had an enriching experience, meeting new friends and participating in many social and tennis activities. As well as being a long-time player, Ellen is a New York Times and USA Today bestselling author of 35 novels and winner of numerous industry awards including the Colorado Award of Excellence. Prior to embarking on her writing career, Ellen was an Industrial Design graduate from Carleton University and worked for several construction companies.

### **Andrew Clark Alfaro**

Andrew is currently a student of law at the University of Ottawa and played tennis on the University's tennis team for four years. He has experience running private tennis lessons and junior tennis camps in nearby Lindenlea and looks to use this knowledge and expertise contributing to tennis programming at the club. Outside of tennis, he enjoys playing soccer and chess.

### **Nicolas Fortier**

Nicolas is a long-time and current resident in the area of the Club, growing up in both Manor Park and Rockcliffe, and has enjoyed the Club on and off since childhood. Over the last 2.5 years, he has volunteered as the principal coordinator of the Wednesday Advanced Round Robin, coordinating and challenging groups as large as 20 plus players. Nicolas is an active member of the community and, among other initiatives, has successfully promoted traffic calming measures. He has been a principal intervenor to help ensure that the Caldwell-Carver Conservation Area maintains a balance between public access and respect for the fauna and flora of the area. Nicolas has worked directly with the Councillor's Office and City staff on community projects. His professional life includes more than 20 years with the Government of Canada, where he is presently in the role of Director of Public Affairs. Nicolas has an active family life as a husband and a father of two young boys, ages 3 and 5 respectively. His interests for the RLTC board related activities include grounds and court maintenance and the lighting project.

### **Rémi Fournelle**

Born in the Laurentians (Ste-Agathe-des-Monts, QC), he completed his studies at Sherbrooke University in Economics. He moved to Ottawa to start his working career as an Economist and joined Statistics Canada. After a few years in the public sector, he left the government to create his own business in the tourism industry. Later, he bought a manufacturing company in Montreal. He retired last April 2022. Since his early age, his main activities are tennis and golf in summer and alpine skiing and skating in winter. So joining RLTC with his wife was natural when you want to spend a lot of time outside playing a great sport and meeting new people. He is a hands-on person with an easy-going personality and with free time who would like to bring some of his different professional experiences (surveys, statistics, organizational skills) to the Board.

## **Marc Lepage**

Marc LePage recently retired from a career in the foreign service (Cuba, Sweden, Washington, San Francisco, San Diego). He also worked extensively in academic research in leadership roles at the Medical Research Council of Canada, Genome Quebec, and Genome Canada. He and his family (Nina, Frederick and Sophia) have been very active members of our club - regular round robin tournaments, tennis lessons and the occasional tournaments. In his research career he has worked extensively with non-profit organizations and now that he has more time to devote to his tennis life, he has offered to assist other volunteers for the continued success and good governance of our club.

## **Courtney March**

Courtney March (she/her) is a lawyer with Gowling WLG in its Employment, Labour and Equalities Group. In her spare time, she enjoys playing tennis, cooking, and hanging out with her dog, Mabel. Prior to joining the Rockcliffe Lawn Tennis Club, she did an extensive amount of research to find the best tennis club in Ottawa - and she is so glad to have landed here. From its dedication to tennis and high-quality courts, to the kindness of its members, Courtney has enjoyed every second at the Club. For this reason, she joined the Board with an eye towards expanding its membership and advocating for its future success.

## RLTC Balance sheet 2022 - draft

31 Oct 22

### ASSETS

#### Current Assets

##### Chequing/Savings

1000 · BMO Chequing	52,014.70
1015 · BMO Savings	25,549.05
1050 · GIC Khan/Other for Juniors	10,500.00
1051 · Accrued Interest Khan Fund	110.76
1055 · Investment GIC	241,018.59
1056 · Accrued Interest General Funds	<u>1,119.36</u>

Total Chequing/Savings 330,312.46

##### Accounts Receivable

1500 · Accounts Receivable	<u>4,382.00</u>
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Total Accounts Receivable 4,382.00

##### Other Current Assets

12000 · *Undeposited Funds	502.28
1200 · Prepaid Expenses	<u>21,651.99</u>

Total Other Current Assets 22,154.27

Total Current Assets 356,848.73

**TOTAL ASSETS** **356,848.73**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

2000 · Accounts Payable	<u>6,677.44</u>
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Total Accounts Payable 6,677.44

##### Other Current Liabilities

2100 · Credit for Members	2,500.54
2200 · GST/HST Payable	5,801.97
2300 · Money Available Junior Award	592.55
2400 · Payroll Liabilities	<u>4,502.72</u>

Total Other Current Liabilities 13,397.78

Total Current Liabilities 20,075.22

##### Long Term Liabilities

2500 · Fund for Juniors	<u>10,594.77</u>
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Total Long Term Liabilities 10,594.77

Total Liabilities 30,669.99

#### Equity

3000 · Opening Balance Equity	130,624.80
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3050 · Capital Reserve	75,000.00
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3900 · Retained Earnings	69,015.79
Net Income	<u>51,538.15</u>
Total Equity	<u>326,178.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>356,848.73</u></u></b>

## Rockcliffe Lawn Tennis Club

## Profit &amp; Loss

22/11/22

November 2021 through October 2022

Accrual Basis

	Nov '21 - Oct 22	Nov '20 - Oct 21
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Membership Dues	205,889.40	175,940.00
4010 · Advertising Sponsors	22,500.00	21,037.39
4015 · Government Grants	4,382.00	7,273.00
4020 · Other Income & Adjustments	1,656.22	1,095.00
4030 · Guest Fees	3,581.83	3,150.00
4040 · Court Rentals	2,000.00	1,100.00
4050 · Interest Income	2,277.75	737.01
4110 · Annual Social	4,805.00	0.00
4140 · Food/Drink/Tuck Sales	20,922.80	24,400.75
4143 · Racquet Stringing	1,486.54	4,208.64
4150 · Junior Programs	36,881.02	69,487.43
4170 · Lessons & Clinics	32,171.11	48,299.90
4190 · Barbeques	2,182.45	4,338.81
4200 · Tournaments	0.00	1,350.00
<b>Total Income</b>	<b>340,736.12</b>	<b>362,417.93</b>
<b>Gross Profit</b>	<b>340,736.12</b>	<b>362,417.93</b>
<b>Expense</b>		
6000 · Payroll Expenses		
6010 · Club Manager	36,401.41	30,580.78
6020 · Club Attendants	36,265.49	41,811.83
6030 · Grounds Employees	4,034.38	5,316.52
6031 · Contract Grounds & Courts	0.00	350.00
6040 · Pro Fees for Instruction	23,931.04	32,500.98
6050 · Pro Fees for Admin/Other	7,625.00	7,500.00
6060 · Camp Instructors	18,462.49	25,569.34
6065 · Meals & Gifts Staff	0.00	1,236.84
6070 · Bonuses	5,250.00	5,000.00
6080 · Other Employment	2,433.68	4,149.90
<b>Total 6000 · Payroll Expenses</b>	<b>134,403.49</b>	<b>154,016.19</b>
6090 · Cost of Goods Sold	21,823.86	19,550.20
6100 · Grounds & Court Maintenance	30,864.40	30,878.36
6150 · Supplies & Equipment	13,333.88	10,938.53
6200 · Office Expenses	1,148.61	831.21
6250 · Service Charges & Penalties	13,429.91	11,690.56
6300 · Utilities		
6310 · Telecommunications	1,085.72	3,639.55
6320 · Computer Services	5,695.28	4,906.87
6330 · Electricity	1,035.56	1,093.06
6340 · Security	280.00	200.00
6350 · Waste Management	3,103.01	1,530.41
6360 · Water	16,432.04	20,394.88
<b>Total 6300 · Utilities</b>	<b>27,631.61</b>	<b>31,764.77</b>
6400 · Property Taxes	12,807.68	12,490.43
6450 · Advertising & Website	162.50	1,005.20
6500 · Insurance Expense	3,007.97	1,280.26
6550 · Bookkeeping	7,553.50	6,907.50
6575 · Audit Fees	1,650.00	1,500.00
6600 · Legal Fees & Consulting Fees	2,153.00	0.00
6675 · Association Fees & Licenses	2,847.00	2,267.52
6700 · Miscellaneous	2,086.26	8,281.41
<b>Total Expense</b>	<b>274,903.67</b>	<b>293,402.14</b>
<b>Net Ordinary Income</b>	<b>65,832.45</b>	<b>69,015.79</b>

2:53 PM

22/11/22

Accrual Basis

**Rockcliffe Lawn Tennis Club**  
**Profit & Loss**  
November 2021 through October 2022

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	<u>Nov '21 - Oct 22</u>	<u>Nov '20 - Oct 21</u>
Other Income/Expense		
Other Expense		
66800 - Capital Projects	14,294.30	0.00
Total Other Expense	14,294.30	0.00
Net Other Income	-14,294.30	0.00
Net Income	<u><u>51,538.15</u></u>	<u><u>69,015.79</u></u>

**RLTC Capital Plan 2022-30**  
**Prepared by Philip English**

This plan represents an update of the document distributed at the 2021 AGM. The Board proposes the revised schedule in Table 1 for capital expenditures over and above normal maintenance. We include expenses incurred in 2021 and 2022.

The 2020 member survey identified repair of the hard courts as the highest priority. The last time this work was done was in 2015, so the hard courts were due for major repair. Repair of cracks in the hard courts began in 2021 but completion of the work (resurfacing and painting) had to be pushed back to 2022. This project was completed in June 2022.

Lighting emerged as the second priority in the member survey. The Board proposed to revive this project in 2022, but it had to be delayed for internal reasons. This will involve consultations with the neighbours and a permit application to the City of Ottawa. Light fixtures were purchased on the basis of the 2019 AGM decision to proceed with the project, before COVID-19 forced a pause. That reduced the remaining cost of the project by \$20,000. If the project is cancelled, we expect to resell the light fixtures and recoup most if not all of their cost.

A third priority confirmed by the survey is improvement of the clay courts. Laser levelling followed by deep scarification can significantly improve the capacity of the courts to recover after rain. Regular maintenance during the tennis season is also important and staff and volunteers have become more adept at this. We brought in an experienced clay court company to examine some of the problems with our courts and they conducted some exploratory repairs. They also advised us that the underground watering system may remain viable for the foreseeable future. Basically, we are now in uncharted waters as there is insufficient experience with this type of technology to know what its longevity might be. That said, it remains prudent to keep significant reserves to prepare for major expenses.

**Table 1: Capital Expenses 2021-2030: Actual and Planned**

	2021	2022	2023	2024	2025	2026=30
	Parking lot and minor club-house repairs \$3K	Hard court resurfacing and clay court repairs 17K		Repair of clubhouse foundations \$20K	TBD 10K	Clay court replacement \$200-250K
	Deck repair \$3K	Major trimming of trees and hedges 10K	Lighting project \$80k			
	New cooktop/oven \$2K	Kitchen improvements \$8K	Clay court laser levelling \$7K			
		Ball machine, equipment, shed roof \$10K				
Total	8K	45K	87K	20K	10K	200-250K
Surplus	69K	65K	47K	30K	30K	
Reserves	250K	270K	230K	240K	260K	

We do not envisage replacing the clubhouse over the next 10 years, but various expenditures will be necessary to prolong its life and improve its functionality. These include a major overhaul of the kitchen, started this year, and repair or replacement of the posts holding up the building.

We propose the following motion:

- 1) That the capital plan outlined in Table 1 be approved, with the understanding that the membership will be provided with an update at each Annual General Meeting of the club and will be asked to approve any major changes to the plan.

Thanks to the success of the current fiscal year, and the improved financial prospects for the near future, we believe that these capital expenses can be covered by realistic annual surpluses of \$30-40,000 and occasional increases in fees. This will enable us to maintain a reserve which should cover the eventual cost of clay court replacement with little or no special levy.

# ROCKCLIFFE LAWN TENNIS CLUB

## PROXY FORM

The undersigned Member of Rockcliffe Lawn Tennis Club (RLTC) hereby appoints \_\_\_\_\_, as nominee, with power of substitution, to attend and vote for the undersigned at the Annual General Meeting of RLTC held on the 4<sup>th</sup> day of December, 2022, and at any adjournment thereof.

1. The said nominee is authorized and directed to vote for the election of such persons to the Board of Directors, as the nominee, in the nominee's absolute discretion, deems advisable.
2. The said nominee is authorized and directed to vote as the nominee, in the nominee's absolute discretion, deems advisable, in a manner not inconsistent with the foregoing, on such amendments or variations to matters identified in the notice of meeting and on all matters which may come before the meeting.

DATED at Ottawa on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Name of Member

\_\_\_\_\_  
Witness

1. The membership represented by this Proxy will be voted on any ballot, and where the Member has specified a choice with respect to any matter to be acted upon the membership shall be so voted in accordance with the specifications as made.
2. This Proxy shall be valid only if it has been received by the Corporate Secretary prior to the commencement of the meeting.

# ROCKCLIFFE LAWN TENNIS CLUB

## FORMULAIRE DE PROCURATION

Le membre soussigné du club de tennis Rockcliffe Lawn (RLTC) désigne par les présentes \_\_\_\_\_, en qualité de candidat, avec pouvoir de substitution, pour assister et voter pour le soussigné à l'assemblée générale annuelle du CRLC qui s'est tenue le 45 décembre 2022 et ajournée le même jour.

1. Le candidat en question est autorisé à voter pour l'élection de ces personnes au conseil d'administration, selon ce qu'il juge souhaitable, à la discrétion absolue du candidat.
2. ledit candidat est autorisé et doit voter s'il le juge souhaitable, à sa discrétion absolue, d'une manière non incompatible avec ce qui précède, sur les modifications ou variations apportées aux points mentionnés dans l'avis de réunion et sur toute question pouvant survenir avant la réunion.

FAIT À Ottawa ce \_\_\_\_\_ jour de \_\_\_\_\_, 2022.

\_\_\_\_\_  
Nom du membre

\_\_\_\_\_  
Nom du témoin

1. Les membres représentés par la présente procuration seront votés sur tout bulletin de vote. Si le membre a spécifié un choix quant à toute question à traiter, l'adhésion doit être exercée conformément au cahier des charges.
2. La présente procuration n'est valable que si elle a été reçue par le secrétaire général avant le début de la réunion.